

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 20**

**15 TH AIRLIFT WING COMMAND
Supplement 1**

24 NOVEMBER 2003

Supply

INVENTORY PROCEDURES

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This instruction supplements AFMAN 23-110, Volume 2, Part 2, Chapter 20, 1 October 2003, and outlines responsibilities under the decentralized inventory concept. The concept extends responsibility for physically inventorying, researching, resolving, and documenting out-of-balance inventory conditions to personnel in storage facilities. The Procedures and Accountability Section will maintain centralized oversight. It also covers procedures for special inventory requests. This supplement applies to all units assigned, attached, or associated with the 15th Airlift Wing, not including US Air Force Reserve or Air National Guard Units.

SUMMARY OF REVISIONS

This is a major rewrite to the supplement for chapter 20 and all personnel must completely review this document. This supplement identifies procedures for decentralized inventory, an option provided by HQ USAF PAD 02-05.

A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume 2, Part 2, Chapter 20, 1 October 2003, is supplemented as follows:

20.1. (Added) NOTE. Any reference to the Inventory Section, as it relates to the physical inventory, research, and adjustment of property, is now decentralized to the appropriate storage function. Overall responsibilities remains with Procedures and Accountability. These responsibilities are assigned to the respective OPRs as referenced on the approved fiscal year inventory schedule. Gaps in the inventory should be immediately identified to the Procedures and Accountability Section for resolution. The designated OPRs, as referenced on the approved inventory schedule, will conduct inventories for type stock record account codes B and E. Complete Inventory technique will be used to inventory items with controlled item code U or 7 in the B and E account. The only exception to the complete inventory procedure is the Readiness Spares Package (RSP).

20.1.3. (Added) Inventory Responsibilities. The Procedures and Accountability Section will monitor records frozen for inventory action. They will periodically screen complete inventories for freeze codes to verify stockrooms are adhering to the inventory schedule and that inventory conditions are being initiated and completed within a week. Physical inventory of assets under the control of the accountable officer is decentralized to the storage points identified below. Overall responsibility for inventory process lies with the Procedures and Accountability Section.

20.1.3.1. Storage Section. Storage has responsibility for actions needed to inventory assets stored in supply warehouses. Actions needed to inventory unserviceable DIFM assets.

20.1.3.2. MRSP.

20.1.3.3. WRM.

20.1.3.4. WCDO.

20.1.3.5. Supply Points.

20.1.3.6. Procedures & Accountability Section.

20.5.2.3.2. The 15 LRD Director has chosen to conduct an annual inventory, using complete inventory procedures.

20.5.4.2. The Customer Service Section will review the written request and prepare a reply for the 15 LRD Director's approval/disapproval. If the organizational request for inventory assistance is approved, Customer Service will assist the unit custodian with the physical inventory and provide necessary inquiries and documents to help determine actual quantities.

20.7.2. The Procedures and Accountability Section will chair an annual September meeting with representatives from all sections who store supply assets, to jointly coordinate and develop the annual inventory schedule. The inventory schedule will identify OPRs, frequency, deadline dates and methods for each responsible inventory area. Procedures and Accountability will distribute consolidated inventory schedule to affected sections prior to October 1.

20.10. M10/NGV836 Consolidated Inventory Adjustment Document Register. The Procedures and Accountability Section will perform all previously assigned processes of the Document Control and Inventory Section.

20.10.4. Prepare and distribute the listing for uncontrolled inventory losses semiannually. The listing will highlight multiple item and detail record adjustments over \$1,000.

NOTE: The 15 LRD Director may not require a report of survey for losses less than \$100 with Control Item Code (CIC) B.

20.12.4. Supporting Documentation. The Procedures and Accountability Section will review the D04-Daily Document Register, for inventory adjustments that require supporting documentation. Responsible branches will be given three days to provide documentation. As a minimum, supporting documentation (Consolidated Transaction History (CTH) printout and 1GP-Special Inventory Request) will include: detailed explanation of what actions were taken to research the out-of-balance condition, an explanation detailing why an adjustment is required, and what preventative measures have been taken to prevent recurrence as approved by the responsible branch chief. The complete documentation file with completed inventory checklist (Attachment A2.1), a complete transaction history search and any copies of source documents reviewed during research will be forwarded to Procedures and Accountability Section to be included as part of the M10 adjustment file.

20.12.2.11. (Added) Supporting documentation on all adjustments involving sensitive, classified and pilferage items, and all adjustments over \$2,500 will be forwarded to the 15 LRD Director for approval through the branch chief prior to actual input of the adjustment transaction.

20.14.1. The monthly inventory adjustments and discrepancies charts will be maintained by Procedures and Accountability.

20.14.2.2. The Procedures and Accountability Section will perform the analysis of semi annual inventory adjustments.

20.16.1.1. Decentralized inventory concept places the responsibility on the equipment custodians to perform their inventories semiannually. The custodians will use local program L35 -Custodian Authorization/Custody Receipt Listing. Once the inventory is completed the custodians will sign and date the listing returning a copy to

15 LRD/LGRSC. The listing is maintained in the equipment custodian folder for two years. The Customer Service Section will correct any discrepancies found and prepare a cover letter summarizing corrective actions. The cover letter will be signed by the Management and Systems Officer and approved by the accountable officer. The Equipment Liaison Office (ELO) office will update the date of last inventory on the serialized control 249/250 records by processing TRIC DSR input according to chapter 21, attachment 21AA-5 on those serial numbers verified.

20.16.3. Weapons in sealed containers will be 100 percent inventoried on an annual basis.

20.21.1. Responsible storage facility personnel will screen warehouse changes to ensure locations are within the limits of their stockroom. Dummy locations will not be assigned to items with a serviceable on-hand balance.

20.23.2.1. Section reject monitors on a daily basis will query and take follow-up actions for rejects resulting from freeze conditions. The Procedures and Accountability Section will screen the clear card list to ensure inventory reject conditions are not resolved by clear card action. In addition, Procedures and Accounting Section will follow-up on inventory freeze conditions older than 5 duty days and/or multiple rejects on one stock number.

20.23.5. Use the D818-Daily Cumulative Reject Listing as a suspense copy. This copy will be maintained along with the 1GP file. Distribution Branch will maintain the suspense copy until the end of month. Individuals assigned to terminate freeze codes or adjust out-of balance conditions must review the reject list and notify appropriate offices when the freeze codes are deleted. Care must be taken to ensure reject conditions are chronologically processed to avoid further discrepancies.

20.30.1. The responsible storage facility will contact Aircraft Parts Store to process all post-post issues, referenced on the inventory recap sheet.

20.32. The storage facility is responsible for reconstructing lost count/recount inputs.

20.33. The Date of Last Inventory DOLI option is processed monthly by Distribution Branch 10 days prior to the M32-Base Supply Management Report.

20.41.1. The Procedures and Accountability Section will monitor records frozen for inventory action. They will periodically screen complete inventories for freeze codes to verify stockrooms are adhering to the inventory schedule and that inventory conditions are being initiated and completed within a week. All special inventory conditions should be cleared within 5 duty days.

20.42.1. When Stockroom personnel receive warehouse refusals or insufficient balance rejects without a 1GP attached, they should prepare and process a 1GP for the item. It is imperative that item/details records be frozen immediately after an out-of balance condition is noted. Freezing the records halts processing of the item and eases the research process.

20.42.3.1. Procedures and Accountability Section will be the OPR to assist base organizations in resolving inventory discrepancies or problems not defined by the inventory schedule. Customer request to resolve Due In From Maintenance (DIFM) problems should be routed to the Flightline Service Center Section while Equipment Authorized In Use Detail EAID problems should be routed to the Customer Service Center Section for research/corrective actions.

20.45.1.1. When a valid issue results in a warehouse refusal, stockroom personnel will process a 1GP and distribute the issue documents as follows: Copy 1 stamped WAREHOUSE REFUSAL and scanned into the Automated Imaging System (AIS); Copy 2 to input source; Copy 3 will be retained for reverse post and inventory adjustment actions.

20.45.1.2. When a shipping document results in a warehouse refusal, stockroom personnel will process a 1GP and distribute the shipping document as follows: Copy 1 WAREHOUSE REFUSAL and scanned into Automated Imaging System, while Copy 2 is forwarded to the initiator. Copy 3 will be retained for reverse post and inventory adjustment actions.

20.46.2. The Procedures & Accountability Section will contact the responsible stockroom for special inventory when a quantity variance exists between the quantity shipped/transferred to Defense Reutilization and Market Office (DRMO) and the quantity reported to the Defense Reutilization and Marketing Service (DRMS).

20.46.3.1. Storage facility will ensure that variance quantities are delivered or transferred to DRMO.

20.46.4. After completing the special inventory or investigation, storage facilities will contact the Procedures and Accountability Section to clear the 528 reject-disposal follow-up from DRMS. The Procedures and Accountability Section reject monitor will follow-up on unresolved 528 reject conditions.

20.50. 15 LRD Director has determined complete inventories are used in place of sample.

20.58. Through 20.65. Equipment Custodians are responsible for inventory of in-use/in-place equipment items in their possession. Items maintained on item records become the responsibility of the storage facility personnel.

20.64. The Customer Service Center Section will monitor and, if required, assist in the inventory of Ordnance Commodity Management (NOCM) items.

20.65. The Customer Service Center Section will accept and process requests to effect adjustments for destroyed flags, pennants, guideons, and streamers.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-110 Volume 2, Part 2, Chapter 20, 1 July 2003

Abbreviations and Acronyms

1GP—Special Inventory Request

AIS—Automated Imaging System

CA/CRL—Custodian Authorization/Custody Receipt Listing

CIC—Controlled Item Code

D818—Cumulative Reject Listing

D04—Daily Document Register

DIFM—Due In from Maintenance

DOLI—Date of Last Inventory

DRMO—Defense Reutilization and Marketing Office

DRMS—Defense Reutilization and Marketing Service

EAID—Equipment Authorized In-use Detail

LRD—Logistics Readiness Division

M10—Consolidated Inventory Adjustment Document Register

M32—Base Supply Management Report

MICAP—Mission Capable

MRSP—Mobility Readiness Spares Package

NOCM—Nuclear Ordnance Commodity Management

R14—Custodian Authorization/Custody Receipt Listing (CR/CRL)

RSP—Readiness Spares Package

Terms

Warehouse Refusal—The warehouse location stated on an issue/shipment document is either empty or does not contain the amount quantity.

Attachment 2

TABLE A2.1 INVENTORY CHECKLIST

Table A2.1. Inventory Checklist

NAME: _____	DATE: _____
NSN: _____	DOLT: _____ DOLI: _____
CIC: _____	
DOCUMENT NUMBER: _____	WHSE LOCATION: _____
() WHSE REFUSAL () 290 REJECT () CYCLE/SAMPLE INV () OTHER	
I/R BALANCE: _____ WHSE O/H BALANCE: () SHORT or () OVER	
ISGs: _____	
<u>INITIAL ACTIONS TO BE TAKEN TO LOCATE THE PROPERTY</u>	
() Verified the adjacent locations in - five above, below and to each side	
<u>NOTE:</u> Verify the same locations in bin rows on either side of the assigned location	
() Checked the "hold area" in the stockroom where property could be stored.	
() Checked with Pick-up and Delivery (if applicable)	
() Checked with the War Readiness Section (if applicable)	
() Checked :Repair Cycle" (if applicable)	
() Checked "Warehouse Location File"	
<u>BASIC RESEARCH</u>	
1. Run 6DPZ, 232, 237, 239, 240	
NOTE: Make sure to check all DIFM, Supply Point, MRSP/IRSP, Equipment, MSK details (as applicable) along with the warehouse locations (both old and new if warehouse change inputs were processed). It is suggested that you physically check all Base Supply MRSP/IRSP, MSK, and storage locations.	
Qty _____ located in MRSP, SBSS indicates _____ O/H (if applicable)	
Qty _____ located in IRSP; SBSS indicates _____ O/H (if applicable)	
Qty _____ located in MSK; SBSS indicates _____ O/H (if applicable)	
Qty _____ located in DIFM; DIFM; All assets (accounted/not accounted) for CIRCLE ONE (if applicable)	
Qty _____ located in Supply Point; SBSS indicates _____ O/H (if applicable)	
Qty _____ loaded on Equip Accts: Assets (accounted/not accounted) for CIRCLE ONE (if applicable)	
2. Run history, "CTH or THUD" to the last date of last inventory (DOLI).	
NOTE: Run history as far back as required if more information is needed. If the item is a detail that is "Frozen", run the history back to the DOLI on the "Detail". Reviewed the CTH and check the completeness/accuracy of the following transactions:	
a. () FCS	
NOTE: Warehouse location change. Make sure property was moved from previous location.	
b. () FOB/TIN (+)	
NOTE: Found-on-Base Repairable Turn-In. Can the FOB turn-in provide a reason for the current shortage or average condition?	
() J-REC	
NOTE: Found-on-Base Repairable Turn-in. Can the FOB turn-in provide a reason for the current shortage or overage condition.	
c. () RVPs	
NOTE: Access CTH for a file copy of the RVP document. What was the reason for the reverse post action. Were follow-on actions to correctly reprocess the transaction taken?	

d. <input type="checkbox"/> FIC
NOTE: Did the indicative data change MERGE two stock numbers into one single stock number? If so, were the physical balances of both stock numbers consolidated into a single location?
e. <input type="checkbox"/> FCH
NOTE: Can the identity changes provide a reason for the current shortage or overage condition?
f. <input type="checkbox"/> FCU
NOTE: Was the Qty conversion properly computed? For example an item originally sold in package of 10 each is converted from U/I PK to EA. When this occurs, 10 PK in stock should convert to 100 each. Did this occur?
g. <input type="checkbox"/> Challenge any transaction that effected the item/detail balances:
NOTES: Make sure post-post source documents are processed with the appropriate post-post TEX code. For example, a hand-scribed document should not be on file to support an in-line issue transaction, exception--certified true or facsimile document.
3. Review the following areas and listings
a. <input type="checkbox"/> R59, "Delinquent Document List"
NOTE: Are there transactions against the suspect stock number referenced on the delinquent document or delinquent source document listings?
b. <input type="checkbox"/> Reject Listing and reject holding areas
c. <input type="checkbox"/> R40: (). Are all shipment documents/shipment suspense details accounted for?
4. Review unprocessed post-post backlog/reject areas:
a. <input type="checkbox"/> Receiving
b. <input type="checkbox"/> Pick-up and Delivery
c. <input type="checkbox"/> Supply Points
d. <input type="checkbox"/> RACC
e. <input type="checkbox"/> Unserviceable WHSE (R920RW details)
f. <input type="checkbox"/> AMOSS (Demand Processing and MICAP Sections)
g. <input type="checkbox"/> War Readiness
h. <input type="checkbox"/> PSP shipments
5. Check the completeness of previous inventory actions:
a. <input type="checkbox"/> R12 (Complete Inventory)
b. <input type="checkbox"/> R17 (Sample Inventory)
c. <input type="checkbox"/> R52 (IRSP Inventory)
d. <input type="checkbox"/> D23 (Unserviceable Warehouse Inventory)
e. <input type="checkbox"/> Q13 Supply Point Inventories)
g. <input type="checkbox"/> R43 (MRSP Inventory)
h. <input type="checkbox"/> R50 (MSK Inventory)
6. I completed a thorough research of this problem item and <u>was/was not</u> able to locate and resolve the inventory discrepancy. If you were unable to resolve the inventory discrepancy, provide a recommendation below:
<u>RECOMMENDATION:</u>
NOTE: Provide documentation with adjustments over \$1000 as to why
Route all supporting documentation to Procedures and Accountability Section.
(Researcher's Signature)
(Supervisor's Signature)

TABLE A3.1. FOUND ON BASE CHECKLIST

[illegible]

JOHN MEDEIROS, Colonel, USAF
Commander, 15th Mission Support Group